

CONTENTS

PART IN480 – FIELD OFFICE TECHNICAL GUIDE COMMITTEE

<u>Sec.</u>		<u>Page</u>
IN480.1	Purpose	IN480-1
IN480.2	Committee Membership	IN480-1
IN480.3	Committee Responsibilities	IN480-1
IN480.4	Committee Member Appointment Terms	IN480-2
IN480.5	Committee Meetings	IN480-2

PART IN480 – FIELD OFFICE TECHNICAL GUIDE COMMITTEE

IN480.1

IN480.1 Purpose.

The NRCS Indiana Field Office Technical Guide (FOTG) Committee will serve to provide technical expertise and input from a variety of technical disciplines, experience levels, and locations throughout Indiana on NRCS Technical Materials as found in the NRCS Indiana Electronic Field Office Technical Guide (eFOTG).

IN480.2 Committee Membership.

(a) The Committee will consist of the following individuals:

- NRCS State Office Technology Staff.
- Three (3) NRCS Area Staff (Area Engineer, Resource Management Specialist, Grazing Specialist) from different administrative areas of the state.
- At least four (4), but no more than six (6), District Conservationists (at least one (1), but no more than three (3), from each NRCS Administrative Area).
- Preferably at least two (2), but no more than four (4) from the Conservation Partnership staff.

(b) FOTG Committee Membership Duration: State Office Technology staff will be active in the committee per their job descriptions and responsibilities.

IN480.3 Committee Responsibilities

(a) State Resource Conservationist serves as the co-chair of the FOTG Committee to set up meetings, distributes materials prior to meetings, provides final edits for all standards prior to their being posted to the eFOTG, ensures that all NRCS policies concerning the FOTG are followed, provides guidance and direction for new members, and provides input and comment on all technical discipline standards.

(b) State Conservation Engineer serves as the co-chair of the FOTG Committee to ensure that all NRCS policies concerning Engineering are followed, and will coordinate the revision/adoption of all Engineering-related technical standards, and provide input and comment on other technical discipline standards.

(c) Resource Conservationist (on the State Office Technology Staff) serve as the co-chair of the FOTG Committee as the primary coordinator of the eFOTG including posting and maintaining information to the eFOTG, maintaining the Conservation Practices Physical Effects, and maintaining Quality Criteria sections of the eFOTG, and provides input and comment on other technical discipline standards.

IN480-1

IN480.3 (d)

(d) State Agronomist serves as the primary author for Agronomy-related Technical Standards (herbaceous vegetation establishment, tillage, grazing, etc.), and provides input and comment on other technical discipline standards.

(e) State Biologist serves as the primary author for Biology-related Technical Standards (wildlife, wetlands, etc.), and provides input and comment on other technical discipline standards.

(f) State Forester serves as the primary author for Forestry and Botany-related Technical Standards (woody vegetation establishment, forest management, etc.), and provides input and comment on other technical discipline standards.

(g) State Nutrient/Pest Management Specialist serves as the primary author for Nutrient, Pest, and confined animal non-engineering Technical Standards (nutrient and pest management, feed management, etc.), and provides input and comment on other technical discipline standards.

(h) State Office Soil Scientist serves as the primary coordinator of Soils Information in Section II of the eFOTG, and provides input and comment on other technical discipline standards

(i) Other State Office, Area Office, Field Office, and Partnership Members will provide input, comments and suggestions from a field-level perspective, and assist with updating/adopting technical standards as appropriate.

IN480.4 Committee Member Appointment Terms

(a) Area Office, Field Office, and Partnership Employee members of the Committee will be requested to serve on a voluntary basis as approved by their supervisors, and will be requested to serve on the Committee for terms of up to three (3) years. Volunteer members may request to be dismissed at any time due to other priority workload or at the request of their supervisor.

(b) State Office Technology staff will be active in the Committee per their job descriptions and responsibilities.

(c) As members leave or their terms are due, volunteers will be solicited based on the membership needs as described above.

IN480.5 Committee Meetings

(a) The Committee will meet bi-monthly throughout each fiscal year. Meetings are typically held in the NRCS State Office in Indianapolis from 9:30 to 3:00; a conference call option is available in lieu of attendance in Indianapolis.

IN480-2